



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SUPERINTENDENT OF CULTURAL ARTS
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the overall administration and technical expertise for the operations and programming of the Downing Gross Cultural Arts Center. Reports to the Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS

Oversees the operation, management and maintenance of all Downing-Gross Cultural Arts Center operations, facilities and administration; seeks funding opportunities through grants and community partnerships in support of programming, exhibits, and special events; develops partnership agreements with music, performing arts, education and community organizations to advance the Center's outreach activities and collaborative partnerships.

Responsible for the effective supervision and administration of the division including completing required reports, marketing, budgeting, purchasing and financial transactions to include revenue collection and fundraising, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Evaluates the need to fill vacant positions and recommends changes to allocated positions and branch structure as needed. Researches and prepares recommendations and reports for the department director.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes of the Center; develops and recommends policies and procedures; recommends internal branch organization; establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Cultural Arts Programming - Thorough knowledge of cultural arts programming and facility operations as they relate to a professional theater or cultural arts facility.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.

- Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Cultural Arts, Recreation, Leisure Studies, or a related field and 5-7 years of progressively responsible experience in professional theatre or cultural arts facility operations with 3-4 years of supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

Requires a valid driver's license with an acceptable driving record.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.

- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature and weather extremes, hazardous materials, traffic hazards or toxic agents.